



Early Years Learning
 † Child Care Centre

EMPLOYMENT APPLICATION FORM

Section B

Phone: 03 62485994
 Email: littlebee@littlebee.net.au

Applications will not be considered unless this form is completed and submitted.

Applicants Full Name:
Contact:

<p>Section B - Application Procedures and Details</p> <p>Applicants should attach the following documents, as outlined below:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Current resumé (please include your present position and areas of responsibility. <input type="checkbox"/> Details of previous appointments (including current or most recent employment) and career achievements with particular reference to experience relevant to the position for which you are applying. <input type="checkbox"/> Membership of, and involvement with, professional organisations (if relevant). <input type="checkbox"/> Cultural, recreational and other interests. <p>Academic and professional qualifications and publications. Please include copies of Academic transcripts (where applicable). Enclose only copies of original documents. Shortlisted applicants will need to produce original documentation at interview. Please list other documentation which you have included with this application. Photographic ID will be required from applicants at interview.</p>

<p>Referees</p> <p>State the name, occupation and address of two persons to whom reference may be made in regard to character and professional competency - one of these persons must be a recent employer.</p>
--

1.	Name	
	Occupation	
	Address	
	Telephone	
2.	Name	
	Occupation	
	Address	
	Telephone	

Declaration

I have advised my referees that they have been included on my application for this position and they have agreed to discuss my application with a member of the selection panel. I certify that the information on this form is complete and correct in every detail and I understand that deliberate inaccuracies or omissions may result in non-acceptance of this application and/or termination of employment.

Signature: _____ Date: _____

Please return completed application form with resumé and relevant documentation to:

ATT: Emily O'Brien
5 Llanherne Drive
Cambridge
Tasmania 7170

Telephone: 03 62485994
Email: littlebee@littlebee.net.au

Privacy Notice

1. In applying for this position you will be providing Little Bee with personal information. We can be contacted at 5 Llanherne Drive, Cambridge; by telephone on 03 62485994 or email littlebee@littlebee.net.au
2. If you provide us with personal information, for example your name and address or information contained on your resumé, we will collect the information in order to assess your application.
3. You may seek access to your personal information that we hold about you if you are unsuccessful for the position. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
4. You agree that we may store this information for up to 12 months.
5. We will not disclose this information to a third party without your consent.
6. We will ask you to provide us with a copy of your Tasmanian Safety Screening Check or a Police Check to collect information regarding whether you are or have been the subject of certain criminal offences before confirmation of any employment offer.
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to us and why; that they can access that information if they wish; that Little Bee will not disclose the information to third parties and that we may store their information for 12 months.